

## REQUIREMENTS FOR A BUILDING PERMIT/ZONING CERTIFICATE

**CONSTRUCTION IN THE TOWN OF ST. MICHAELS MUST CONFORM TO THE STANDARDS ADOPTED BY THE TOWN (SEE CHAPTER 340 OF THE CODE OF THE TOWN OF ST. MICHAELS AND BUILDING CODE). THE PURPOSE OF THIS BULLETIN IS TO PROVIDE INFORMATION CONCERNING THE REQUIREMENTS THAT YOU MUST MEET TO DOCUMENT YOUR ADHERENCE TO THOSE STANDARDS.**

A building permit/zoning certificate is required for new construction or significant alteration of any residential and commercial structure in Talbot County. Historic District Commission approval, if required, must be obtained before applying for a building permit. Commercial construction requires plans to be prepared by an architect or engineer.

### **STEP ONE:**

Complete the building permit application available in the Town Office, 300 Mill Street, St. Michaels. To complete this form, you will need the following:

1. The name of the owner(s) of the property, their mailing address and telephone number.
2. The name, mailing address and telephone number of the party to whom the approved permit or any necessary correspondence is to be mailed.
3. Contractor/Builder's name, mailing address, telephone number and license number. If constructing a new residence, the Maryland Home Builders Registration (MHBR) number is required. All other construction requires the Maryland Home Improvement Contractor Number (MHIC).
4. County tax, map/grid/parcel numbers, subdivision name, section and lot number for the property. This information can be obtained from our office or at Real Property Search [www.sdatcert3.resiusa.org/rp\\_rewrite/](http://www.sdatcert3.resiusa.org/rp_rewrite/). Zoning classification can be obtained from the Town Office at 410-745-9535, Ext. 112 (Kym Kudla) or 116 (Kim Shellem).
5. Setback requirements correspond to zoning and property size in accordance with the Chapter 340 of the Code of the Town of St. Michaels. All proposed structures must meet required setbacks measured from property lines to the proposed structure.
6. Description of property in terms of acreage or square footage, depth and width of lot and road frontage.
7. Description of the proposed construction including dimensions of new construction, plan area, total square footage, occupied area and height of structure(s) above grade.
8. Electrical and plumbing contractor's names and/or firms, if known.
9. Value of construction. This figure represents the value of construction of the completed structure(s) excluding utility hook-ups, driveway and landscaping.

### **PLAN SUBMITTAL:**

1. All building permit applications require two (2) to scale plot plans and two (2) to scale complete sets of building plans or blueprints which include a floor plan: showing door and window sizes, foundation plans, cross section details and elevations.
2. Zoning Certificates require two (2) to scale plot plans showing the same information as stated for building permit plot plans. Zoning Certificates are for unoccupied accessory structures such as sheds, above ground pools, satellite dishes, fences, etc.

### **CALCULATING DISTURBANCE:**

1. If the property lies within the Chesapeake Bay Critical Area, the applicant will need to complete the critical area portion of the Impervious Area and **Disturbance Calculations Worksheet**. To complete this form, it shall be necessary to know the total area of all impervious surfaces on the property including all structures (footprints), driveways, parking areas, pools etc.

For all construction the applicant will need to complete the disturbance column of the aforementioned worksheet. When calculating total disturbance, a twenty (20) foot buffer shall be added to the dimensions of the proposed structure. This computation will be used to determine whether a sediment and erosion control permit or stormwater management plan is required.

2. For properties outside critical area the applicant will need to complete the **Disturbance Calculations Outside Critical Area** sheet using the same formula as stated above.
3. If found at the time of application that your proposed construction requires Stormwater Management (SWM) or Soil Conservation (SCS) approval our office will send you with the required information needed to apply.

### **STEP TWO:**

#### Complete building permit/zoning certificate application:

When you have all of the information required and you are prepared to apply for the building permit/zoning certificate the Zoning Inspector will assist you in completing your applications, computing all fees and ask you to sign various documents.

Additional fees (other than the permit fee) may be assessed during the building permit process depending on the nature and location of the project.

### **STEP THREE:**

1. The application is reviewed for compliance with the International Building Code, International Residential Code and other codes as adopted by the Town.
2. The application is reviewed for compliance with the Town of St. Michaels Flood Plain Ordinance. If compliance with the Flood Plain Ordinance is required, revised plans may be required to meet the Flood Plain Ordinance criteria.
3. The application is reviewed for conformance with all applicable zoning, stormwater management, fire code, critical area and wetlands regulations and flood plain. Copies of other applicable federal, state and county permits or certificates must be submitted prior to issuance of the building permit.
4. Once the review process and approvals are completed, the Zoning Inspector will issue the permit. With an approved building permit/zoning certificate you will receive a copy of the approved building permit/zoning certificate and a construction card, one set of approved plans, a plot plan, impervious coverage worksheet, a copy of any applicable special conditions and a list of required inspections.

### **STEP FOUR:**

Upon receipt of the permit and associated documentation, it is the applicant's responsibility to **properly post** the construction card in an accessible weather-proof jacket and in close proximity to the construction site. The Building Inspector will initial this card after each approved inspection.

- **Once permit is issued, all subcontractors (plumbing/HVAC/mechanical/electrical/gas/propane) must complete the appropriate forms at MDIA prior to starting work.**

The building permit/zoning application is valid for 12 months after issuance. It should be noted that the start of the construction must commence within 6 months or the permit will become null and void.

### **STEP FIVE:**

Required inspections. It is the responsibility of the applicant or their appointed agent to call for the required inspections 24 hours in advance of the date of the required inspection. These inspection requests are phoned in to the Middle Department Inspection Agency (MDIA) between the hours of 7:30 a.m. and

4:00 p.m. each working day at 410-822-8300. When calling for an inspection you will need to provide the building permit number.

**Required inspections include:**

1. Footing/ Setback: following trench excavation and prior to pouring concrete. (Check for benchmark and crawlspace elevation if property is in Flood Hazard Area).
2. Foundation: following completion of foundation and prior to backfill (A certificate of elevation is required prior to foundation inspection request if construction is in flood zone).
3. First floor framing: performed after installation of floor framing system and before decking.
4. Rough plumbing if applicable.
5. Rough electric if applicable performed by MDIA by calling 410-822-8300.
6. Framing performed after plumbing, electric and HVAC rough ins are complete.
7. Insulation.
8. Gas or Propane if applicable performed by MDIA by calling 410-822-8300. (rv. 12.19)
9. Final plumbing if applicable performed by MDIA by calling 410-822-8300.
10. Final electric if applicable performed by MDIA by calling 410-822-8300.
11. Final building after final electric and final plumbing are performed (elevation certificate required prior to requesting information for flood zone).

**STEP SIX:**

Occupancy Permits and Completion Certificates will be mailed when all final inspections and approvals have been completed.

**VIOLATIONS:**

Penalties for noncompliance. Failure to obtain a building permit/zoning certificate is considered a violation of Chapter 340 of the Code of the Town of St. Michaels and Building Code and is subject to the penalty provisions as set forth in Article XIV of the afore noted Code.

**CONTACTS FOR BUILDING PERMIT PROCESS**

Town of St. Michaels Zoning Inspector Building Permits, Zoning Certificates	410-745-9535
Middle Department Inspection Agency (MDIA) Building, Electrical Permits, Plumbing Permits/Inspections	410-822-8300
Talbot County Soil Conservation District Sediment & Erosion Control Plan Evaluation	410-822-1577
St. Michaels Department of Public Works Water Connections	410-745-9535
Talbot County Public Works Sewer Connections	410-770-8170
State Highway Access State Access Evaluation	410-822-3525

For more information, please visit our web site at: [www.stmichaelsmd.gov](http://www.stmichaelsmd.gov)

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